



## **Industrial Relations Representative**

**Exam Code: 8PB16**

**Department:** Industrial Relations

**Exam Type:** Departmental, Open

**Final Filing Date:** Continuous

### **CLASSIFICATION DETAILS**

**Industrial Relations Representative** – \$3,512.00 - \$5,439.00 per month.

View the [classification specification](#) for the Industrial Relations Representative classification.

### **APPLICATION INSTRUCTIONS**

Final Filing Date: Continuous

#### **Who Should Apply:**

Applicants who meet the minimum qualifications as stated on this bulletin may apply for and take this examination.

Once you have taken this examination, you may not retake it for “**nine (9)**” months.

#### **How To Apply:**

The link to connect to the Training and Experience Evaluation is located farther down on this bulletin in the “Taking the Exam” section.

#### **Special Testing Arrangements:**

If you require assistance or alternative testing arrangements due to a disability, please contact the testing department listed in the Contact section of this bulletin.

## **MINIMUM QUALIFICATIONS**

All applicants must meet the education and/or experience requirements as stated on this exam bulletin to be accepted into the examination. Part-time or full-time jobs, regardless of whether paid or volunteer positions, and inside or outside California state service will count toward experience.

### **Industrial Relations Representative**

#### **Either I**

Education: Equivalent to graduation from college, preferably with specialization in the social sciences. (Registration as a senior in a recognized institution will admit applicants to the examination, but they must produce evidence of graduation or its equivalent before they can be considered eligible for appointment.)

#### **Or II**

Experience: Six months of experience performing the duties of a Management Services Technician, Range B, in the California state service. **and**

Education: Completion of two years of college, or 18 units of college level course work in Industrial/Labor Relations, Economics, Labor Law, Urban Sociology, Business Administration, or related fields. (Candidates who have completed at least six units of these courses may be admitted to the examination but they will not be appointed until they have completed the full requirement.)

## **POSITION DESCRIPTION**

### **Industrial Relations Representative**

#### **Definition**

Under supervision on a rotational basis, to learn and perform a variety of technical duties of average difficulty relating to the statewide programs of the Divisions of Apprenticeship Standards, Fair Employment Practices, and Labor Standards Enforcement with the Department of Industrial Relations; and to do other related work.

#### **Job Characteristics**

The class of Industrial Relations Representative is a recruiting and training class for persons who are interested in entering professional positions in one of the divisions of the Department of Industrial Relations. Incumbents are expected to demonstrate rapid progress in learning the fundamentals of the job and to demonstrate the ability to progress to the full journey level.

#### **Typical Tasks**

Under supervision, first on a rotational basis and then on permanent assignment in one of the divisions of the Department of Industrial Relations, assists professional staff in performing the less complex assignments such as investigations or inspections relating to the advancement of apprenticeship and other on-the-job training programs and the promotion of equal opportunity in these programs. Assists in bringing about compliance with Fair Employment and Fair Housing laws; improving intergroup relations in employment and housing; and enforcing State labor laws. Performs selective assignments independently, including those involving direct contact with applicants, claimants, employers, and labor organizations or their representatives. Makes field visits and conducts routine investigations and inspections, analyzes and evaluates evidence and information obtained, and prepares recommendations.

## **EXAMINATION SCOPE**

This examination consists of the following components:

**Training and Experience Evaluation** – Weighted 100% of the final score.

The examination will consist solely of a **Training and Experience Evaluation**. To obtain a position on the eligible list, a minimum score of 70% must be received. Applicants will receive their score upon completion of the Training and Experience Evaluation process.

In addition to evaluating applicants' relative knowledge, skills, and ability, as demonstrated by quality and breadth of education and/or experience, emphasis in each exam component will be measuring competitively, relative job demands, each applicant's:

### **Knowledge of:**

1. Current social and economic developments and trends in California.
2. Problems of the culturally and
3. economically disadvantaged.
4. Methods of compiling and presenting data.
5. Investigating and interviewing techniques and procedures.

### **Ability to:**

1. Objectively interpret and apply rules and regulations.
2. Gather and analyze data.
3. Communicate effectively.
4. Establish and maintain effective relations with individuals and groups in the work setting and within the community.
5. Conduct routine investigations
6. Participate effectively in conferences, interviews, and informal hearings.

## ELIGIBLE LIST INFORMATION

A departmental, open eligible list for the **Industrial Relations Representative** classification will be established for:

### Department of Industrial Relations

The names of **successful** competitors will be merged onto the eligible list in order of final score regardless of exam date. Eligibility expires **twelve (12) months** after it is established. Applicants must then retake the examination to reestablish eligibility.

Veterans' Preference will be granted for this examination. In accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, or widow or widower of a veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligible list.

Veterans status is verified by the California Department of Human Resources (CalHR). Information on this program and the Veterans' Preference Application (Std. 1093) is available [online](#). Additional information on veteran benefits is available at the Department of Veterans Affairs.

## EXAMINATION INFORMATION

### [Preview Training and Experience Evaluation](#)

## PREPARING FOR THE EXAMINATION

Here is a list of suggested resources to have available prior to taking the exam.

**Employment History:** Employment dates, job titles, organization names and addresses, names of supervisors or persons who can verify your job responsibilities, and phone numbers of persons listed above.

**Education:** School names and addresses, degrees earned, dates attended, courses taken (verifiable on a transcript), persons or office who can verify education, and phone numbers of persons or offices listed above.

**Training:** Class titles, certifications received, names of persons who can verify your training, and phone numbers of persons listed above.

## TAKING THE EXAMINATION

Take the online [Training and Experience Evaluation](#) for the **Industrial Relations Representative** classification.

## TESTING DEPARTMENTS

### Department of Industrial Relations

## CONTACT INFORMATION

Questions regarding this examination should be directed to:

**Department of Industrial Relations** at

1-800-564-0771 or

1-800-735-2929 – (California Relay System for deaf and hearing impaired) or

[Jobs@dir.ca.gov](mailto:Jobs@dir.ca.gov)

## EQUAL OPPORTUNITY EMPLOYER

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding, and related medical conditions), and sexual orientation.

## DRUG-FREE STATEMENT

It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective, because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

## GENERAL INFORMATION

Examination and/or Employment Application (STD 678) forms are available at the California Department of Human Resources, local offices of the Employment Development Department, and through your [CalCareer Account](#).

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described in this bulletin will be rated against a predetermined job-related rating, and all applicants who pass will be ranked according to their score.

The California Department of Human Resources (CalHR) reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all applicants will be notified.

General Qualifications: Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgement, the ability to work cooperatively with others, and a state of health consistent with the ability to perform the

assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

High School Equivalence: Equivalence to completion of the 12<sup>th</sup> grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the competitor is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.